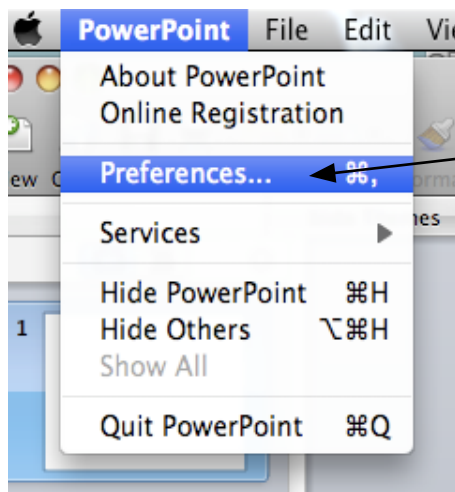
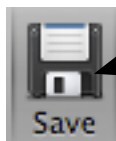


"How to" change your default format for Microsoft PowerPoint files.

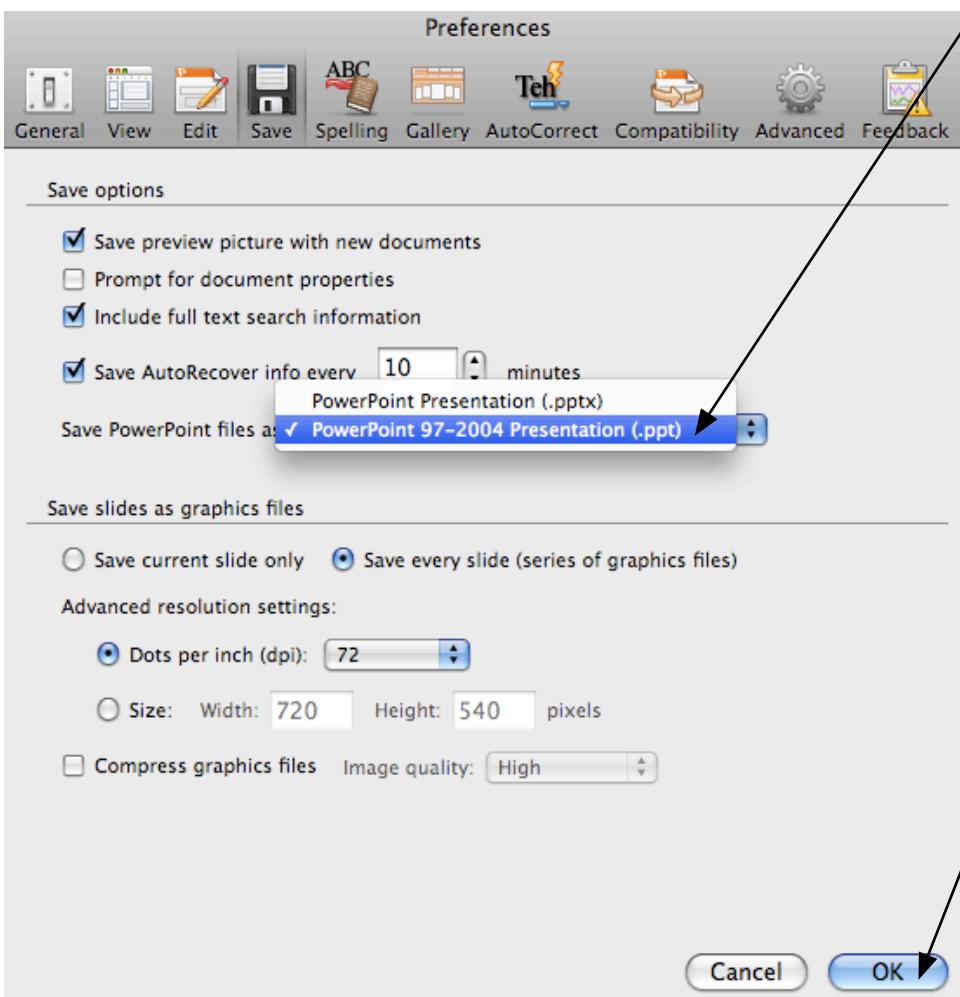


1. Click on Preferences under the Word menu

2. Click the Save option



3. Use the drop down and select PowerPoint 97-2004 Presentation (.ppt)



4. Press OK